

**UNITED STATES BANKRUPTCY COURT**

**DISTRICT OF HAWAII**

In re:

COMPENSATION FOR SERVICES  
AND REIMBURSEMENT FOR  
EXPENSES FOR PROFESSIONALS  
AND TRUSTEES.

Administrative Order

Dated: \_\_\_\_\_

**ORDER ADOPTING GUIDELINES FOR COMPENSATION  
AND REIMBURSEMENT FOR PROFESSIONALS AND TRUSTEES**

Pursuant to Rule 9029 of the Federal Rules of Bankruptcy Procedure and Local Bankruptcy Rule 2016-1, the court hereby adopts the attached Guidelines for Compensation and Reimbursement for Professionals and Trustees. Unless the court orders otherwise, the provisions of these guidelines govern all applications filed on and after January 1, 2005, for an order allowing or awarding compensation for services or reimbursement for expenses under 11 U.S.C. § 330.

**DRAFT 12/13/04**

United States Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF HAWAII

**GUIDELINES FOR COMPENSATION  
AND EXPENSE REIMBURSEMENT OF FOR PROFESSIONALS AND TRUSTEES**

~~The following guidelines are promulgated pursuant to LBR 2016-1(a) and govern the most significant issues related to applications for compensation and expense reimbursement. The guidelines cover the narrative portion of an application, time records and expenses. They apply in their entirety to professionals seeking compensation under 11 U.S.C. § 330 in all pending cases, and, where indicated, to Chapter 7 and Chapter 11 trustees in applications for compensation and expense reimbursement filed on or after July 1, 1999. The guidelines are not intended to cover every situation or to limit in any way the court's authority in determining, pursuant to 11 U.S.C. § 330, whether requests for compensation are reasonable, and that services and expenses are actual and necessary. The court is advised that compliance with these guidelines will satisfy the requirements of the United States Trustee.~~

~~———— Applicants should note that LBR 2016-1(b) requires that every application for compensation and reimbursement of expenses also must include a concise summary sheet of information specified in that rule. A sample summary sheet is available from the Clerk's office.~~

**1. Applicability of 11 U.S.C. § 330(a)(3).** All applications for compensation for services are subject to a review for reasonableness under 11 U.S.C. § 330(a)(3) unless the order approving the employment of the applicant expressly states that the employment is authorized under 11 U.S.C. § 328(a).

**2. Application Format.** An application for compensation or reimbursement shall provide the information required under Fed. R. Bankr. P. 2016(a) in a format that includes:

- (a) The application with a narrative description of services as described more fully below;
- (b) A summary sheet that substantially conforms to the court-issued form (**hib\_2016-1b** or **hib\_2016-1b13**);
- (c) A declaration by a Certifying Professional, as described in Guideline 5;
- (d) Detailed time records of services rendered; and
- (e) A list of itemized expenses.

The applicant shall also submit a declaration by the trustee or a representative of the entity employing the applicant stating whether or not the application has been reviewed and approved by the trustee or other entity, and whether or not there appear to be sufficient funds in the estate for the payment of the amounts being requested and all other accrued and anticipated administrative expenses.

**I 3. Guidelines Applicable To Attorneys And Other Professionals Narrative Description of Services.**

**The Narrative**

- † (a) Employment and Prior Compensation. The application ~~should~~ **must** disclose the date of the order approving **the** applicant's employment and ~~contain a clear statement itemizing the date of each prior request for compensation, the amount requested, the amount approved,~~ and the amount paid.

2. (b) Case Status. ~~With respect to interim requests, the~~ The application ~~should~~ must briefly explain the history and the present posture of the case.

In Chapter 11 cases, the information furnished ~~should~~ must describe the general operations of the debtor; whether the business of the debtor, if any, is being operated at a profit or loss; the debtor's cash flow; whether a plan has been filed, and if not, what the prospects are for reorganization and when it is anticipated that a plan will be filed and a hearing set on the disclosure statement.

In Chapter 7 cases, the application ~~should~~ must contain a report of the administration of the case including the disposition of property of the estate; what property remains to be disposed of; why the estate is not in a position to be closed; and whether it is feasible to pay an interim dividend to creditors.

In both Chapter 7 and Chapter 11 cases, the application ~~should~~ must state the amount of money on hand in the estate and the estimated amount of other accrued ~~and anticipated~~ expenses of administration. On applications for interim fees, the applicant should orally supplement the application at the hearing to inform the court of any changes in the current financial status of the debtor's estate since the filing of the application.

With respect to final requests, applications should meet the same criteria except, where a Chapter 7 Trustee's final account is being heard at the same time, the financial information in the final account need not be repeated.

Fee applications submitted by special counsel seeking compensation from a fund generated directly by their efforts, auctioneers, real estate brokers, ~~business consultants, expert witnesses,~~ or appraisers ~~do not have~~ are not required to ~~comply with the above~~ provide a report on case status. For all other applications, when more than one application is noticed for the same hearing, they may, to the extent appropriate, incorporate by reference the narrative history furnished in a contemporaneous application.

- (c) Monthly Operating Reports. If monthly operating reports are required to be filed, the narrative portion of an application by a trustee or general counsel for a trustee or debtor in possession must state whether the monthly operating reports are current and being filed timely. The court may decline to consider an application for compensation by the trustee or a professional employed by the trustee or debtor in possession if the reports are not current or not being filed timely.

3. (d) Project Billing. In any application exceeding \$10,000, or when the professional's anticipated services for the case will exceed \$20,000, the narrative ~~should~~ must categorize by subject matter and separately discuss each professional project or task. All work for which compensation is requested should be in a category. Miscellaneous items may be included in a category such as "Case Administration." (Such a miscellaneous category ~~generally~~ should not ~~generally represent~~ include more than 15% of the fee request.) The professional may use reasonable discretion in defining projects for this purpose, provided that the application provides meaningful guidance to the court as to the complexity and difficulty of the task, the professional's efficiency, and the results achieved. (A separate category should generally be created for a project when the fees attributable to that project exceed \$5,000.) With respect to each project or task, the number of hours spent and the amount of compensation and expenses requested should be set forth at the conclusion of the discussion of that project or task. Please also note the requirements in ~~Guideline 11~~ these guidelines relating to time records by project.

4. (e) Billing Summary. Hours and total compensation requested in each application should be aggregated and itemized as to each professional and paraprofessional who provided compensable services.
5. (f) Paraprofessionals. Fees may be sought for paralegals, professional assistants and law clerks only if identified as such and if the following requirements are met:
- (a)(i) The services for which compensation is sought would have had to be done by the professional if not done by the paraprofessional, and would have been compensable under these guidelines;
  - (b)(ii) ~~The person who performed the services is specially trained or is a law school student, and is not primarily a~~ The services for which compensation is sought require special skills not held by a qualified legal secretary or clerical worker; and
  - (c)(iii) The application includes a resume or summary of the paraprofessional's qualifications.
6. (g) Preparation of Application. Reasonable fees for preparation of a fee application may be requested. The aggregate number of hours spent, the amount requested and the percentage of the total request which the amount represents must be disclosed. If the actual time spent will be reflected and charged in a future fee application, this fact should be stated but and an estimate nevertheless provided.
7. (h) Client Review of Billing Statement. A debtor in possession, trustee, or official committee shall exercise reasonable business judgment in monitoring the fees and expenses of the estate's professionals. In any case where the charge for the professional's anticipated services will exceed \$10,000, billing statements should be sent to the employing entity (debtor in possession, trustee or official committee) on a monthly basis. A fee application shall be sent transmitted to the employing entity at least 28 days prior to the scheduled hearing date. before it is filed with The application shall be transmitted with a cover letter that contains the following statement: "The court's Guidelines for Compensation and Expense Reimbursement of for Professionals and Trustees provide that a debtor in possession, a trustee, or an official committee must exercise reasonable business judgment in monitoring the fees and expenses of the estate's professionals. We invite you to discuss any objections, concerns or questions you may have with us. The Office of the United States Trustee will also accept your comments. The court will also consider timely filed objections by any party in interest at the time of the a hearing on the application."

**4. Summary Sheet.** Every application for compensation and reimbursement shall include a summary sheet providing the information required under LBR 2016-1(b) using a form that substantially conforms to a court-issued form (hib\_2016-1b in a Chapter 7 or Chapter 11 case or hib\_2016-1b13 in a Chapter 13 case). The court may decline to consider an application for compensation that does not include a summary sheet.

**85. Certification.** Each application for compensation and expense reimbursement must contain a certification by the professional designated by the applicant with the responsibility in the particular case for compliance with these guidelines ("Certifying Professional") that: (a) the Certifying Professional has read the application; (b) to the best of the Certifying Professional's knowledge, information and belief, formed after reasonable inquiry, the compensation and expense reimbursement sought is in conformity with these guidelines, except as specifically noted in the certification application; and (c) the compensation and expense reimbursement requested are billed at rates, in accordance with practices, no less favorable than those customarily employed by the applicant and

generally accepted by the applicant's clients.

9. ~~Chapter 7 Short Form Application.~~ Where the professional is filing only a final request for compensation and expense reimbursement in a Chapter 7 case and the request does not exceed \$5,000 for the case, the professional has the option of utilizing the approved Chapter 7 form application. Copies of the approved short form application are available in the Clerk's office. Use of the approved short form shall satisfy the summary sheet requirement of LBR 2016-1(b).

## **6. Short Forms and Exceptions.**

- (a) Chapter 7. A professional employed under 11 U.S.C. §§ 327 or 1103 seeking a final award of compensation and reimbursement in an amount not to exceed \$5,000 may use a short form application that substantially conforms to the court-issued form (**hib\_2016-1sf**), in lieu of filing an application with narrative and separate summary sheet.
- (b) Chapter 13. An attorney for the debtor in a Chapter 13 case electing to seek the award, allowance, and payment of compensation and reimbursement for expenses through plan confirmation under the Chapter 13 Attorney Fee Guidelines is not subject to these Guidelines for Compensation and Reimbursement for Professionals and Trustees.

## **7. Time Records.**

10. (a) Time Records Required. All professionals, ~~except auctioneers, real estate brokers, appraisers and those employed on a contingency fee basis~~ **other than those employed under 11 U.S.C. § 328(a) for a flat fee**, must keep accurate contemporaneous time records. ~~The court may, however, specifically direct that time records be kept on a contingent fee matter.~~
11. (b) Time Records By Project. In any application exceeding \$10,000, or where the professional's anticipated services for the case will exceed \$20,000, time records should be kept by categories as described in Paragraph 3 **these guidelines** relating to Project Billing ~~above~~. Time records should be sorted, assembled, and attached to the application by category corresponding to the discussion in the narrative.
12. (c) Increments. Professionals are required to keep time records in minimum increments no greater than 6 minutes. Professionals who utilize a minimum billing increment greater than .1 hour are subject to a substantial reduction of their requests.
- (d) Proration. Time claimed for attendance at hearings, meetings of creditors, or other services involving more than one case must be prorated. For example, an attorney appearing in court for matters calendared for the same time period but involving separate cases must prorate the billable time accordingly.
13. (e) Descriptions. At a minimum, the time entries should identify the person performing the services, the date performed, what was done and the subject involved. Mere notations of telephone calls, conferences, research, drafting, etc., without identifying the matter involved, may result in disallowance of the time covered by the entries.
14. (f) Clumping. If a number of separate tasks are performed on a single day, the fee application should disclose the time spent for each such task (i.e., no "grouping" or "clumping").

15. (g) Conferences. Professionals should be prepared to explain time spent in conferences with other professionals or paraprofessionals in the same firm. Failure to justify this time may result in disallowance of all fees related to such conferences.
16. (h) Multiple Professionals. Professionals should be prepared to explain the need for more than one professional or paraprofessional from the same firm at the same court hearing, deposition or meeting. Failure to justify this time may result in compensation for only the person with the lowest billing rate.
17. (i) Airplane Travel Time. ~~Airplane travel time is not compensable, but work actually done during a flight is compensable. If significant airplane travel time is expected in a case, specific guidelines should be obtained for that case.~~ A reasonable amount of time for actual, necessary air travel is compensable, but compensable travel time does not include (i) work time during travel which is billed separately, (ii) time spent on work for another client while traveling, or (iii) time outside the applicant's customary working days and hours. If the travel also involves another case or client, the travel time must be prorated.
18. (j) Administrative Tasks. Time spent in addressing, stamping and stuffing envelopes, filing, photocopying or "supervising" any of the foregoing is not compensable, whether performed by a professional, paraprofessional or secretary.
19. (k) Privilege or Excise Taxes on Compensation. Amounts attributable to privilege or excise taxes, but not income taxes, payable on receipts for compensation may be included in requests for compensation if customarily charged to nonbankruptcy clients.

## 8. Expenses.

20. (a) Firm Practice. All expenses for which reimbursement is sought must be of the kind, and at the least expensive rate, the applicant customarily charges nonbankruptcy clients. A firm's customary charges remain subject to a determination that the charges are actual and necessary, pursuant to 11 U.S.C. § 330.
21. (b) Actual Cost. ~~Is defined as~~ The itemized expense must be the amount paid to a third party provider of goods or services without enhancement for handling or other administrative charge.
22. (c) Documentation. Records must ~~Must~~ be retained and made available upon request for all expenditures in excess of \$50.00. Where possible, receipts should be obtained for all expenditures.
23. (d) Office Overhead. Not reimbursable. Overhead includes: secretarial time, secretarial overtime, word processing time, charges for after-hour and weekend air conditioning and other utilities, and cost of meals or transportation provided to professionals and staff who work late or on weekends.
24. (e) Computerized Research. Actual cost.
25. (f) Paraprofessional Services. ~~May~~ These services may be compensable ~~compensated as a paraprofessional under § 330 but~~ may not be charged or reimbursed as an expense.
26. (g) Professional Services. A professional employed under 11 U.S.C. §§ 327 or 1103 may not employ, and charge as an expense, another professional (e.g., special litigation counsel employing an expert

witness) unless the employment of the second professional is approved by the court prior to the rendering of services.

27. (h) Photocopies (Internal). Charges must be disclosed on an aggregate and per page basis. If the per page cost exceeds \$.20, the professional must demonstrate to the satisfaction of the court, with data, that the per page cost represents a good faith estimate of the actual cost of the copies, based upon the purchase or lease cost of the copy machine and supplies therefor including the space occupied by the machine, but not including time spent in operating the machine.
28. (i) Photocopies (Outside). Actual cost.
29. (j) Postage. Actual cost.
30. (k) Overnight Delivery. Actual cost where shown to be necessary.
31. (l) Messenger Service. Actual cost where shown to be necessary. An in-house messenger service is reimbursable but the estate cannot be charged more than the cost of comparable services available outside the firm and only where such service is customarily charged to nonbankruptcy clients.
32. (m) Facsimile Transmission. Actual cost of telephone charges for outgoing transmissions are reimbursable. In lieu of actual telephone charges, outgoing faxes are reimbursable on a per page basis, at a rate not exceeding \$1.00 for the first page and \$.20 for each additional per page. Incoming faxes are reimbursable on a per page basis, at a rate not exceeding \$.20 per page. If the per page costs exceed the limits noted above, the professional must demonstrate to the satisfaction of the court, with data, that the per page cost represents a good faith estimate of the actual cost of the copies. The machine operator's time is not reimbursable.
33. (n) Long Distance Telephone. Actual cost.
34. (o) Air Transportation. Air travel expense is limited expected to be at regular coach or economy fare for all flights. Automotive travel expense is limited to the actual cost of rental of an appropriate vehicle, together with insurance and fuel costs associated with the rental.
- (p) Parking. Actual cost except for parking at the applicant's principal place of business and, for applicants whose principal place of business is on the island of Oahu, parking while attending court or meetings of creditors.
35. (q) Hotels. Due to wide variation in hotel costs in various cities, it is not possible to establish a single guideline for this type of expense. All persons will be required to exercise discretion and prudence in connection with hotel expenditures.
36. (r) Meals-Travel. The cost of lunches while a party is away from the island or state where the party's principal business is located is not reimbursable. Reimbursement may be sought for the reasonable cost of breakfast and dinner while traveling.
37. (s) Meals-Working. Working meals at restaurants or private clubs are not reimbursable. Reimbursement may be sought for working meals only where food is catered to the professional's office in the course of a meeting with clients, such as a Creditors Committee, for the purpose of allowing the meeting to continue through a normal meal period.



38. (t) Amenities. Charges for entertainment, alcoholic beverages, newspapers, dry cleaning, shoe shines, etc., are not reimbursable.
39. (u) Filing Fees. Actual cost.
40. (v) Court Reporter Fees and Transcripts. Actual cost.
41. (w) Witness Fees. Actual cost.
42. (x) Process Service. Actual cost.
43. (y) Title and UCC Searches. Actual cost.
44. (z) Privilege or Excise Taxes on Costs. Amounts attributable to privilege or general excise taxes, but not income taxes, payable on receipts for reimbursement of the above expenses are reimbursable to the extent that the taxes will be paid to the taxing authority.

**9. Amounts Billed in Foreign Currency.** An application for compensation for services and reimbursement of expenses billed in a foreign currency must state the total amounts being requested in United States Dollars (e.g., compensation in the amount of \$10,000.00 Singapore Dollars (approximately \$6,050.00 USD) and reimbursement for expenses in the amount of \$1,500.00 Singapore Dollars (approximately \$900.00 USD)). A proposed order approving an application must also state the approximate equivalent amounts in United States Dollars.

#### **H.10. Guidelines Applicable To Trustees.**

~~Chapter 7 and Chapter 11 trustees are responsible for maintaining contemporaneous time records in every case. Time records must be maintained by project categories. At a minimum, project categories should include: (1) Assets Recap (asset analysis and recovery/asset disposition); (2) Investigation of Financial Affairs of the Debtor; (3) Claims Administration and Objections; and (4) Fee Applications. Trustees may add additional categories at their discretion. Trustees are also subject to Guidelines 4, 5 (subject to § 326), 10, 12, 13 and 20 - 44 dealing with expenses.~~

- (a) Narrative Description of Services. In cases in which the trustee's compensation request is anticipated to be \$5,000 or less, the trustee may submit a brief narrative description of the services performed and a statement of the amount of time spent. In cases in which the final compensation exceeds \$5,000, or where an interim request is made and it is anticipated that the total compensation requested will exceed \$5,000, the trustee's application must include ~~time records as well as a narrative description of the services performed~~ as well as time records in compliance with these ~~and comply with the guidelines referenced above.~~
- (b) Time Records and Project Categories. ~~Chapter 7 and Chapter 11 trustees~~ Trustees in Chapter 7 and Chapter 11 cases shall maintain ~~are responsible for maintaining contemporaneous time records in every case~~ of services rendered. Time records must be maintained by project categories. At a minimum, project categories should include: (1) Assets Recap (asset analysis and recovery/asset disposition); (2) Investigation of Financial Affairs of the Debtor; (3) Claims Administration and Objections; and (4) Fee Applications. Trustees may add additional categories at their discretion. Chapter 7 panel trustees are excused from the requirement to prorate services and expenses among multiple cases where one or more of the cases involved has no assets for distribution.



- (c) **Limitation on Compensation by Trustee.** In all cases where the trustee is seeking compensation for services after disbursing or turning over moneys to parties in interest, including holders of secured claims, the request shall include the calculation of the statutory limitation in 11 U.S.C. § 326(a). The request shall also provide a calculation of the effective hourly rate of the compensation request, being the amount requested for compensation divided by the actual hours expended for the trustee's services. A trustee is expected to exercise reasonable billing judgment if requesting the maximum amount permitted under the statutory limitation. The trustee may include as part of the compensation request an amount attributable to liability for privilege or excise taxes, but subject to the statutory limitation imposed by 11 U.S.C. § 326(a).

~~Guidelines applicable to trustees are effective for all requests for compensation and expense reimbursement filed on or after July 1, 1999.~~

Attorney or Party Name, Address, Phone, Fax, Email:		For court use only	
<b>UNITED STATES BANKRUPTCY COURT DISTRICT OF HAWAII</b>		Case No.:	Chapter 7
In re (Debtor(s)):		<u>Hearing:</u> Date: Time:	<u>Non-Hearing:</u> (Hearing will be set if objection filed)
<b><u>FINAL APPLICATION BY CHAPTER 7 PROFESSIONAL FOR AWARD OF COMPENSATION AND/OR REIMBURSEMENT FOR EXPENSES; CERTIFICATION; EXHIBIT "A"</u></b>			

The undersigned hereby seeks an award of compensation for services and/or reimbursement for expenses under 11 U.S.C. § 330 and the Guidelines for Compensation and Reimbursement for Professionals and Trustees. This is a first and final application for a total amount which does not exceed \$5,000 and detailed billing time records are attached as Exhibit "A".

Applicant				
Capacity				
Date Appointed				
Billing Period	From:		To:	
Amounts Requested (including any Hawaii G.E.T.)	Fees:	\$	Expenses:	\$
Estate Funds	Total Receipts:	\$	Present Balance on Hand:	\$
Brief description of services:				

Request details:

Professional	Position	Hourly rate	Hours	Fees
				\$
				\$
				\$
				\$
				\$
				\$
Totals:				\$

CERTIFICATION

The undersigned declares under penalty of perjury that:

1. I am familiar with the facts underlying this application and that the information stated in this application is true and correct to the best of my knowledge;
2. The billing statements attached as Exhibit "A" are true and correct to the best of my knowledge;
3. The applicant has not been paid or promised any compensation from any other source for services rendered in connection with this case;
4. The applicant has not entered into any agreement or understanding with any other entity for the sharing of compensation received or to be received for services rendered in connection with this case;
5. The compensation and expenses requested in this application were billed at rates no less favorable than those customarily billed by the applicant and generally accepted by the applicant's clients; and
6. To the best of my knowledge, information, and belief, the compensation and reimbursement requested in this application is in conformity with the Guidelines for Compensation and Reimbursement for Professionals and Trustees adopted by the United States Bankruptcy Court for the District of Hawaii, except to the extent particularly set forth elsewhere in this application.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(for) Applicant

*[Attach detailed billing records as Exhibit "A". Use of this form is limited to requests not exceeding \$5,000 and relieves the applicant from the requirement to provide a narrative and separate summary sheet.]*

Attorney/Party Name, Address, Phone, Fax, E-mail:			For court use only	
<b>UNITED STATES BANKRUPTCY COURT DISTRICT OF HAWAII</b>			Case No.	
In re:			Chapter	
Debtor(s).			Related Docket No.: <i>[if application filed separately]</i>	
<b>LBR 2016-1(b) SUMMARY SHEET</b>				
Application for Compensation / Expenses:		Interim _____ (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)		Final
Applicant:				
Capacity:				
Date of Order Authorizing Employment:				
Period for this Request <i>[e.g., 1/1/2000 - 12/31/2002]</i>				
Amt Rec'd Prepetition:	\$	Client Trust Acct Balance:	\$	
Previous Amounts Awarded by Court:		Fees: \$	Expenses: \$	
Previous Amounts Received:		Fees: \$	Expenses: \$	
<b>Current Request (including any Hawaii excise taxes):</b>		<b>Fees: \$</b>	<b>Expenses: \$</b>	
Availability of Funds - Applicant believes that there are sufficient funds to pay this request and all other accrued and anticipated administrative expenses:			Yes	No
Professional	Position	Hourly Rate	Hours	Fees
				\$
				\$
				\$
				\$
				\$
				\$

*[Attach additional pages as necessary.]*

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

Attorney/Party Name, Address, Phone, Fax, E-mail:			For court use only	
<b>UNITED STATES BANKRUPTCY COURT DISTRICT OF HAWAII</b>			Case No. Chapter 13	
In re:  <div style="text-align: right;">Debtor(s).</div>			Hearing Date: <div style="text-align: center;">Time:</div> Related Docket No.: <i>[if application filed separately]</i>	
<b>LBR 2016-1(b) SUMMARY SHEET - CHAPTER 13 DEBTOR'S ATTORNEY</b>				
Application for Compensation / Expenses:		Interim _____ (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.)      Final		
Applicant:				
Period for this Request <i>[e.g., 1/1/2000 - 12/31/2002]</i>				
Amt Rec'd Prepetition:	\$	Client Trust Acct Balance:	\$	
Previous Amounts Awarded by Court:		Fees: \$	Expenses: \$	
Previous Amounts Received:		Fees: \$	Expenses: \$	
<b>Current Request (including any Hawaii excise taxes):</b>		<b>Fees: \$</b>	<b>Expenses: \$</b>	
Effect on Plan: Will award as requested affect payments of secured and priority claims? (If yes, briefly summarize here; explain more fully in narrative.)			Yes	No
Total Plan Funding:			\$	
Estimated Amount of Payments on General Unsecured Claims - Before Award:			\$	
Amount of Award Being Requested:			\$	
Estimated Amount of Payments on General Unsecured Claims - After Award:			\$	
Professional	Position	Hourly Rate	Hours	Fees
				\$
				\$
				\$

*[Attach additional pages as necessary.]*

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant